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CODIB-D-99
8 May 1962

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

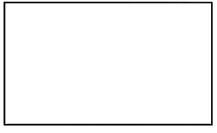MEMORANDUM FOR: Chairman, United States Intelligence Board

SUBJECT: USIB Policy on Machine Language Preparation for Index and Reference Collections

1. At its 40th Meeting, the Committee on Documentation (CODIB) agreed that the attached statement should be forwarded to the Board for consideration, recommending subsequent issuance of paras. 3.a. through 3.d. as USIB policy.

2. Although such policy may be inferred from USIB endorsement of the statement of Community requirements for development of a secure, machine-language by-product typewriter (USIB-D-39.5/8, 7 July 1961) and of the plan for the Staff for the Community Information Processing Study (SCIPS; USIB-D-39.7/3, 23 February 1962), the CODIB members in general felt that USIB policy should be directly stated. This policy, without committing Community components to specifics on large scale systems, would provide useful guidance and endorsement for a relatively minor investment now on which later work could develop.

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3. The Committee, therefore, recommends that paras. 3.a. through 3.d. be approved as stating USIB policy on initial machine-language preparation for index and reference collections.

<div align="center">
Paul A. Borel
Chairman
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Initial Preparation Machine Language Requirements

1. The Committee on Documentation, having informed itself continuously of the state of the computer and associated arts, draws the attention of the USIB to certain minimum requirements which must be met over a long preparatory period if mechanization is to be come effective.

2. In particular, the mechanization of index and reference collections is likely to be increasingly economical and attractive because of its potential of reducing duplication of effort - both analytical and clerical - and of accelerating and improving the quality of intelligence, counter-intelligence, and security processes. In this mechanization process, new areas of cooperation within the Community will be identified.

3. Data processors cannot operate without a data base in machine language, and their use is not effective until this base is comprehensive. It should therefore be the policy of the USIB to urge those members of the intelligence community which have not yet done so to take prompt preparatory steps toward progressive mechanization as follows:

    a. Adopt internally consistent formats for reference and index entries for each application;

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b. Obtain machine language from all such reference production activities by using special typewriters or keypunchers instead of standard typewriters;

c. Store the resulting machine language in anticipation of automatic data processing;

d. Begin systems analysis of this data base with a view to computer handling and programming compatibility within the intelligence community.

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